

MINUTE BOOK XXVIII, PAGES 14-23
PLANNING RETREAT MINUTES
February 28, 2020

The Planning Retreat of the Town of Troutman Town Council was held on Friday, February 28, 2019, 8:00 am the Troutman Town Hall, 400 North Eastway Drive, North Carolina with Mayor Teross W. Young, Jr. presiding.

Council Members Present: W. Paul Henkel, Paul R. Bryant, Sally P. Williams, George W. Harris, Edward R. Nau

Council Members Absent: None

Staff Present: James Freeman, Interim Town Manager; Kimberly H. Davis, Town Clerk; Steven H. Shealy, Finance Director; Tina S. Fleming, Police Chief; Adam L. Lippard, Public Works Manager; Emily M. Watson, Parks and Rec. Coordinator; George Berger, Planning Director

Press Present: Debbie Page, Iredell Free News
Megan Suggs, Statesville Record and Landmark

Others Present: See Sign-in Sheet

MAYOR YOUNG CALLED THE MEETING TO ORDER

Mayor Young presented a brief welcome to all in attendance and stated that Council has a packed agenda. He called for a motion to approve the agenda before turning the meeting over to Interim Manager James (Jim) Freeman.

*Upon motion by Councilmember Williams, seconded by Councilmember Henkel, and unanimously carried, approved the February 28, 2020 Planning Retreat Agenda as presented.

Interim Manager James Freeman asked Council to allow each presentation, holding all questions and direction to the end. He commented that it is important to know the take away/game plan of each item discussed. If needed, another date could be scheduled for continued discussion of hot topics and/or discuss other topics not presented on the agenda.

ITEM 1: BUDGETARY OVERVIEW, *(Steve Shealy, Finance Director)*

Finance Director Steve Shealy presented an overview of where the Town currently stands in revenue and expenditure projections along with potential non-budgeted items commenting that the Town has a number of decisions coming up, all of which take money. He advised that the Town's tax base continues to show a steady growth with the Town expecting to have approximately \$115,000 surplus, and sales tax is projected to be approximately \$45,000 above budget. Overall, the Town is expected to take in about \$150,000 above budgeted revenues. In expenditures, most departments are tracking as expected. The biggest unknown is in Economic Development where dollars were budgeted for the purchase of the West Church Street house, which is not looking too likely at this time. Utility Fund revenues are projected to take in approximately \$100,000 in availability fees which will be used for future capacity needs. Mr. Shealy stated that there are a number of upcoming concerns for which financial considerations have not been addressed: 1) proposed feasibility study for the possibility of incorporating the fire department into the Town (\$18,000); 2) Engineering studies and analysis beyond the retaining fee; 3) Commitments of 2

greenway projects-Downtown sidewalk improvements, and the Richardson Greenway South; 4) Troutman ESC Park next phase; and 5) Town Hall Expansion needs, all of which need to be addressed along with identifying the funding source. In closing, Mr. Shealy presented a timeline for preparation of the upcoming budget.

Mayor Young asked Mr. Shealy to speak about water/sewer fund needs whom stated that the Town is good with capacity right now with Mooresville due to the recent purchase of a 25 million gallon a day block. There are some pump station upgrades that are going to be needed, but overall the system is in good shape. The fund is sound and has grown, but availability fees may need to be adjusted. There has been no rate increases in water and sewer rates in several years. The Town has incurred minor increases in purchase of water and in sewer treatment and has received notification that Energy United is going to raise their rates 2.6% but has not been notified of an increase in sewer treatment fees as of yet.

Councilmember Williams expressed concern with the delay in the Talley Street Sidewalk. Mr. Shealy stated that cost have increased from what was originally projected by 30-40%. Planning Director George Berger advised Council of supplemental additional funding that could possibly be available with Mr. Shealy advising that any over-cost could be covered through debt service and could be hit on the unrestricted fund balance reserve which is now at 52% (state requirement is 8%). Mr. Berger commented that the Talley Street Sidewalk construction could begin this summer.

Mayor Young requested that Finance Director Shealy push Council to start budgeting/saving for future projects at the time they are approved. Mr. Shealy stated that some make sense for debt service, and agreed that Council needs to start identifying the process they want to use.

(Copied in full, Power Point presentation of Budget Overview)

ITEM 2. TOWN & CHARTERED FIRE DEPARTMENT CONSOLIDATION PLANNING,
(*Wesley Morris, Troutman Fire Chief; Byron Dunn, Harrisburg Fire Chief; Chris Goodwin and Leman Brice, Davenport-Lawrence*)

Interim Town Manager James Freeman presented a brief background regarding Troutman Fire Department's request to become a future municipal funded fire department along with discussions to conduct a financial evaluation and having an understanding of the process. Troutman Fire Department Fire Chief Wesley Morris introduced Harrisburg Fire Chief Byron Dunn. Chief Dunn presented in detail Harrisburg's experience regarding the process in transitioning to a municipal department and the challenges involved. He noted the pros and cons stating that the positives include: job security; employee benefits; involvement in growth, development issues, the planning process and the planning for capital needs; stable funding; improved ISO rating; and etc. Negatives include: the end of a traditional true volunteer fire department; loss of personnel due to the change; and the increase in the cost of workers compensation. Chief Dunn stated that now, 15 years later the department is very stable with a great plan in place. He addressed an unanticipated issue of who would buy back credit for years served. He spoke of their relationship with the county during their transition stating they worked well with county management and the Fire Marshalls Office of whom were very supportive.

Discussion was held regarding funding, transferring of funds, contracting with the county to service the area outside city limits, and explained the process of transferring funds and assets to the Town. Councilmember Williams asked if an assessment was completed before their merger. Chief Dunn replied no, but one was completed approximately 3 years ago which was extremely helpful and money well spent. Interim Manager Freeman questioned their community's concerns and/or support regarding the merger. Chief Dunn replied that the merger went good; there was no push back from the community. They put out educational information to the community and assured them there would be no disruption in service.

Mr. Chris Goodwin, Davenport Lawrence (a local government consultant firm) presented a brief background of the company's services followed by a proposal to analyze the feasibility in establishing and funding a Municipal Fire Department. He stated that a merger will increase if not double town personnel impacting human resources needs. Services provided are to analyze performance, management changes, and financial modeling. He introduced Mr. Leman Brice, Consultant for Davenport Lawrence and retired Davidson City Manager who commented that it is wise that Troutman's Fire Department wants to join a stable organization. He stated that Davenport Lawrence can provide a roadmap in becoming a part of the Town looking at financials, human resources and support staff impacts for now and the future. As well as transitioning from the county in efforts to eliminate surprises and regrets. Upon Mayor Young's request Mr. Brice explained that the impact on Davidson was huge, mostly because of full time salaries and the impact on the budget. It is hard to comprehend how big a task it is and they would provide as much direction as they can. Mayor Young asked if the analysis could be handled in stages. Mr. Brice commented yes, that they could look at stages.

If accepted, the analysis would take approximately eight weeks, (cost - \$18,500). Councilmember Williams asked if the town will be absorbing the total cost or would the fire department split the cost. Fire Chief Morris addressed the Council with a few closing remarks commenting that they understand that there a lot of pieces to the puzzle and a lot of factors that go with those pieces for the Town in considering taking over the Troutman Fire Department. Becoming a municipal department will help with recruiting and retention of personnel along with HR assistance in moving forward. The Fire Departments Board of Directors are aware of and concur with these talks. Chief Morris addressed the question of whether the Fire Department would split the cost of the analysis stating that he had assumed that the Town would handle the cost of the analysis, but will be glad to ask the departments Board of Directors to consider assisting with the cost

- . Mayor Young thanked all for sharing and opened up for questions and/or comments in moving forward.
- . Councilmember Harris asked Chief Morris if he feels there would be push back from the county. Chief Morris replied no that the county is expecting it.
- . Mayor Young asked if the department receives outside assistance for training expenses. Chief Morris responded that it is through their operating budget.
- . Councilmember Bryant commented he would like more time to review and have additional discussion between Council regarding personnel and expansion.
- . Councilmember Williams requested that Chief Morris approach their Board of Directors regarding their interest in helping with funding of the study.
- . Councilmember Harris commented that he would like to hold off in regards to this contract stating that there are additional discussions needed and Town consideration of the impact. Councilmember Henkel and Councilmember Nau also agreed.

Mayor Young offered the following:

- Council digest all the information of the agreement between now and the March 9th Agenda Briefing.
- Put on the March 9th Agenda Briefing Agenda for consideration in moving forward with the study/proposal.
- Chief Morris to inform the Fire Departments Board of Directors that the Town is in favor of moving forward, and if he would provide their response regarding assistance with the study at the Agenda Briefing.
- Mayor Young asked for volunteers to serve on an Ad-Hoc Committee to work with staff (Finance Director Steve Shealy and Planning Director George Berger) to begin a deep dive into the details of moving this forward. Councilmembers Nau and Harris volunteered to be part of the committee.

Interim Manager Freeman requested that Davenport Lawrence Consultants Chris Goodwin and Leman Brice be in attendance at the March 9th Agenda Briefing if possible.

(Copied in full, Power Point presentation, Davenport Lawrence proposal for financial evaluation, Harrisburg Fire Department Background)

ITEM 3: SCHOOL RESOURCE OFFICER CHALLENGES, *(Tina Fleming, Troutman Police Chief; Martin Page, Iredell Statesville School Board Chairman)*

Police Chief Tina Fleming began with a reminder of how important SRO's are in schools by presenting slides of past school shootings and massacres (i.e. Pontiac, Bath, and Columbine) giving a brief synopsis of each stating that it is not a matter of "if" it happens, it's a matter of "when" it happens. Law enforcement (SRO's) is the first line of defense against an active shooter. At CATS is Officer Kerry Baker, South Iredell High School is Devin Bentley and Justin Dagenhart, Troutman Middle School is Wayne Elmore. Troutman Elementary and the Charter School does not have a first line of defense at this time. Schools should be a safe environment for our children. In thinking positive, she commented that there is good news; great things are on the horizon, The Town has an opportunity to have a SRO at every school, but to have successful SRO Programs all agencies and entities involved have to work together focusing attention on the same issues and concerns, and cannot have personal or hidden agendas. There has to be consistency, equal distribution of resources and funds, and positive communication. If one elementary school receives an SRO, all elementary school should receive an SRO. She stressed the same with funding being fair and equal per the number of officers. Chief Fleming commented that Troutman currently shares a Memorandum of Understanding (MOU) with Statesville Police Department, Iredell County Sheriff's Department, and Iredell/Statesville School System. In sharing this MOU, an annual discussion needs to be held between these four agencies to keep the MOU up to date allowing a form of check and balance that everyone is abiding by the MOU that outlines responsibilities and duties. In taking a look at current issues of inconsistencies, unequal distributions, and communications, Chief Fleming presented a copy of the 2019/2020 Iredell/Statesville School System Budget (approved by the County Commissioner) for comparison of SRO coverage between Troutman Statesville, and the County stating that the MOU and budget is not consistent. Troutman is only allocated funds to cover salaries for the time they are in the schools, but only half of the salary of the SRO at CATS is cover for the time he is in the school which is not equal distribution of the funds and needs to be revisited. Troutman currently receives no funding for cell phones, vehicles, or equipment; ISS directly pays for training. A spread sheet provided the estimate of \$91,988.77 as the total cost for one new SRO in Troutman for one year (ISS portion is estimated at \$56,000).

In order to provide clarity, Iredell Statesville School (ISS) Board Chairman Martin Page addressed issues pointing out that ISS paid the Town the exact amount that was billed (\$201,795) to cover the cost of SRO's which was above the budgeted amount, and that the SRO's of the elementary schools (located in the county) were provided by the county commissioners at the request of the Sheriff's Department, and not by the school board. He commented that the schools in Troutman are also part of the county and if the county is going to pay for SRO's in the county, they should pay for them in the cities of Statesville, Mooresville, and Troutman, and told them that it is not fair to the municipalities. Troutman's population is doubled every day that school is in session. County Commissioners will not talk to ISS about money/funding until after the election and the vote on the Bond Referendum; therefore, they have no idea what the county is going to do, and there is no state budget. Iredell County is 16th richest county in the state (tier 1) and it is killing state funding; grant funding is also gone. ISS is fully supportive of being fair and equitable and are trying to provide as much as possible. He plans to ask the ISS Board to refund the Town of Troutman \$50 per cell for the SRO's. Mr. Page stated that ISS is willing to pay for half the cost of an SRO for the elementary school for the rest of this year if Council is willing, but cannot guarantee funding for next year.

Chief Fleming commented that there is miscommunication and recommended meeting with representatives from all agencies involved to have open communications of equality and fairness. Mr. Page agreed a taskforce needs to be established. With Council in agreement, Mayor Young to submit a letter to the County Commissioners requesting a meeting as recommended.

(Copied in full, Power Point presentation, ISS 2019/2020 Budget summary, and MOU)

ITEM 4. WATER/SEWER SYSTEM UPDATE, (Benjie Thomas, P.E., West Consultants)

Town Engineer Benjie Thomas presented how Troutman's growth could challenge future water and sewer system matters and capacities with 3000 new residential structures approved. The impact will be to more than double the Town's current water and sewer connections. Currently Troutman has 2,162 water connections and 1,556 sewer connections. He presented in a power point presentation a brief review of improvements to Troutman's water and sewer systems over the last 20 years as follows:

1. Extended water and sewer mains to Exit 42
2. Connected to City of Statesville Third Creek WWTP (I-L Creek 15" gravity line, pump station, and force main)
3. Falls Cove Improvements (12" water mains on East Monbo Rd, Hicks Creek Rd, Perth Rd, Flower House Loop, Morrison Farm Rd; Streamwood sewer pump station)
4. Water connection with Energy United Water Corporation
5. Sewer Connection with Mooresville, including 24" gravity sewer along Weathers Creek
6. One-million-gallon water tank on Houston Road, 16" water main to Lowe's
7. Weathers Creek 15" gravity sewer; redirected Falls Cove sewer flow from Statesville to Mooresville

Mr. Thomas stated that in preparation for growth, Troutman negotiated contracts for water supply and sewer treatment/disposal with agreements with Statesville for water and wastewater; EnergyUnited water agreement, and an agreement with Mooresville for wastewater. He explained the potential impact of expected near-term growth on remaining water and sewer capacity for projects currently under construction stating that the Town is in good shape to handle the near-term growth but stressed beyond that the Town needs a realistic plan. Water capacity from EnergyUnited will need to be increased and/or supplemented. The water contract with Statesville is for 1 million gallons per day (MGD) the current infrastructure can only handle .66 MGD. The Town's sewer capacity and infrastructure for future growth poses concern in exceeding the flow causing the need of additional pump stations. Mr. Thomas suggested the following improvements and/or actions needed in addressing water and sewer capacity issues:

- update water and sewer CIP
- continue to oversize main lines as new development occurs for water and sewer
- work with Mooresville, Statesville and EnergyUnited regarding contracts for additional water and especially sewer capacity
- rehab or replace infrastructure where needed for water and sewer and eliminate or upgrade pump stations

Mr. Thomas advised that Mooresville did approach staff over the past year about renegotiating contract terms such as reduced sewer capacity. Also, Mr. Thomas noted that Statesville issued a July 23, 2018 letter that Statesville's wastewater agreement is to terminate effective 7/23/2023; the contract requires Troutman to have a program to reduce Inflow and Infiltration (I/I), and it has been requested that Troutman report on current and planned reduction efforts.

(Copied in full, Power Point presentation, email from Town Engineer, and Letter from City of Statesville)

*****Break for lunch*****

ITEM 5. WATER/SEWER DEVELOPMENT FEES, (*Benjie Thomas, P.E., West Consultants*)

Mr. Benjie Thomas, Town Engineer stated that water and sewer System Development Fees (SDF) relates to how to pay for system upgrades. SDF is a one-time fee for new customer connections otherwise known as availability fees. In 2014, House Bill 436 was enacted resulting in GS 160A, Article 8 "Public Water and Sewer Systems Development Fee Act" requiring all such fees to conform to various restrictions. Key points from the act are as noted:

- Water and sewer development fees must be based upon supporting analysis by financial professionals or professional engineers (analysis must be repeated every five years)
- The fees collected must be kept separate and only used for capacity-related improvements
- Capacity-related improvements must benefit those paying the fees. This can include, however, past improvements already paid by the Town (subject to certain limitations).
- Improvements funded by these fees must be part of a CIP or equivalent document (5-year minimum, 20-year maximum horizon)
- A public notice and hearing process is required prior to accepting the analysis and adopting new fee structure
- The new fees may be equal to or less than what the analysis supports.

Mayor Young asked how to proceed. Mr. Thomas replied that the Town does not have a choice in whether or not to do a CIP and a SDF Analysis. He will provide recommendations for the Water & Sewer CIP and bring back to Council to include all known improvements. Council will need to decide if developers to pay for off-site improvements up front and get credit toward SDFs, or the Town to pay up front and use collected SDFs to offset costs. A SDF analysis will be needed followed by a public notice process, and adoption of a new fee schedule. Finance Director Shealy stated that updating/adoption of fees can be tied into the budget process.

(Copied in full, Power Point presentation, update from SOG on System Development Fees)

TROUTMAN ESC PARK & ACTIVITY CHALLENGES, (*Emily Watson, Parks and Recreation Director; Jan Comer, ESC Representative Parks and Rec. Committee*)

Ms. Emily Watson Parks and Recreation Director introduced Jan Comer, ESC Representative on the Parks and Recreation Committee to provide a background/history of the park and department stating that in 2010 the committee was formed along with establishing the fundraising committee; and ESC leased 25 acres to the Town for \$1 per year for 30 years until in 2011 when a Parks and Recreation Trust Fund (PARTF) Matching Grant of \$500,000 was awarded due to ESC's donation of 5 acres of the leased 25 acres and many fundraisers, sponsors, donations. She spoke of the adoption of the parks master plan in 2011 (shown in Power Point presentation) presenting a timeline of park amenities: Phase 1 included fitness trail, nature trail, Dog Park, playground, and multi-purpose fields (all now complete); The pavilion and volleyball court was added, and the playground extended. Phase 2 includes an amphitheater, interactive children's fountain (Splash pad), additional parking. Splash pad is complete; additional parking and amphitheater are on hold until further information regarding the Fairgrounds up-fit is received. Ms. Comer recognized Ms. Watson's time that is spent almost every weekend at the park handling events. She highlighted the public is requesting/demanding ballfields (Phase 3 of the Master Plan). In presenting a proposal for additional parking and two ballfields, Ms. Watson advised Council that the Parks & Recreation Ballfield Subcommittee has met with Pat O'Connor of Field Builders who presented an estimate of \$96,500 for two ballfields that is currently in the budget. The estimate included laser grading, irrigation, and Bermuda grass. To cut cost, Ms. Watson suggested to leave off the irrigation and Bermuda grass and commented that items such as trees, backstop, fencing, trash receptacles, etc. can be sponsorships or in-kind donations. She requested Council's help with funding for additional parking stating that the Town cannot have ballfields without parking. Ms. Watson proposed gravel parking commenting that paving can come at a later date. Grass parking is not an option due to ADA regulations; amenities have to be up to code. Concessions and restrooms are a want not a necessity; those too can

come later. She advised that there is \$100,000 in Park reserve that has not been used. If Council would re-budget the \$100,000 there will be \$200,000 in reserves. Councilmember Henkel suggested asphaltting the parking lot commenting it should be done right. Police Chief Fleming agreed that a paved parking lot would be safer and easier for traffic control having designated parking spaces. Councilmember Bryant asked if there is grant opportunities. Ms. Watson replied that she did not apply for a PARTF grant this year due to Iredell County Parks and Rec.'s PARTF's application for their Recreation Center, but there are two resumes for grant writing included in Council's retreat packet for Council's consideration: Hartigan Management and WithersRavenel grant writing firms. Mr. Wyatt commented that if the Town does the ballfields and parking and does it right, the Town could possibly apply (retro) next year for a PARTF grant in efforts to get reimbursed. Ms. Comer commented that the committee will continue to go after sponsorships, fundraising, and in-kind donations. The question was asked who will be responsible for maintenance of the ballfields. Ms. Watson stated that the Town has an Interlocal Agreement with the County that the county will maintain the ballfields, but will confirm. Lighting is a supply and demand issue and not in the plans at this time, basically due to funding and staffing issues. A brief discussion was held regarding park access and traffic flow in the park, capacity and fire code.

In conclusion, Ms. Watson presented two funding options: 1) \$100,000 currently available in Park Capital Project Fund and another \$100,000 proposed in the 2020-2021 FY Budget; would need another \$350,000 for the project; or, 2) Debt Service for full project. Finance Director Steve Shealy stated that the money that would go into the budget, cannot be obligated until July 1st. Interim Town Manager Freeman mentioned that Bermuda grass, irrigation, and paved parking is the way to go but keep in mind there are annual reoccurring operational cost to maintain additional facilities.

Councilmember Williams commented on the present issue of under staffing in the Parks and Recreation Department and involvement of other departments such as Public Works to maintain existing recreational facilities/park. Adam Lippard, Public Works Director commented that one of the two departments: Parks and Rec. or Public Works, preferably Parks and Rec., staffing needs to grow because right now it is not sustainable for either department.

Council was in concurrence of support to increase the Parks and Rec. Capital Project Fund during the budget process. Mayor Young requested that Ms. Watson bring Council back projected cost proposals from Hartigan Management and WithersRavenel grant writing firms for Town funding consideration. However, staff would make the ultimate decision of firm selection.

Ms. Watson addressed security issues due to vandalism in the Park stating that with the Police Department patrolling more frequently and gates being locked at night the vandalism has somewhat subsided. She stated that the main two issues are supervision/staff and security at night. Vandals are writing with marking on the walls, two picnic tables have been stolen from the pavilion, and 2 from the Depot. Police Detective Corey Richard has acquired quotes from Modern Security Systems for 6 cameras, equipment, labor and installation, internet remote viewing for the pavilion (HDTVI - \$4,742.50; and IP \$5,257.50); and Depot (\$3,470). Ms. Watson was asked for her recommendation regarding the system. She replied that the system is expensive, but feels they may be worth the investment and that she would like to think more about it. She did advise that security lights are being installed in the park.

(Copied in full, Power Point presentation, resumes from grant writers, ballfield estimates, Inter Local Agreement, Park Master Plan, and Modern Security System quote)

BRIEF “LATER” TOPICS – INPUT DISCUSSION

Town-Owned Wagner Street Building

Planning Director George Berger provided an update stating that the downstairs renter is gone and outside is cleaned up. The upstairs renter is still there, but the Town has lost \$600 a month in rental. The torn awning has been removed. He asked that Council appoint an ad-hoc committee to work on what to do with the property. Mayor Young provided a brief background of why the Town purchased the building for the new Council members stating it was the intention to spruce up the exterior in hopes that other business owners would follow suit in revitalization of the downtown area. He presented options asking if the Town holds on the property and get a small group together to improve the building to use or improve the building to sell. Upon request, Planning Director Berger to provide Councilmember Harris with prior exterior designs. Councilmember Nau commented that the Town has other priorities that need to be taken care of before revitalizing downtown.

Councilmembers Bryant and Harris volunteered to work with Mr. Berger on an Ad-Hoc committee for future plans for the Wagner Street Building.

Lytton Street Concept

Mayor Young stated that the Lytton Street Concept is a long-term plan and does not see movement within the next 6 months. He feels it should be the next Town Manager's expectation to pick it up. Councilmember Bryant commented that Council voted to approve \$180,000 in this year's budget for right-of-way on Lytton Street asking to have it earmarked for that purpose. The \$180,000 is to be moved over into Economic Development earmarked for Lytton Street right-of-way purchases.

Electronic Meeting Policy (Remote Participation)

Council was in concurrence for Town Attorney Gary Thomas to draft a remote participation policy for Council's consideration.

Statesville & Troutman Area and Wastewater Agreement Negotiations

Interim Manager Freeman presented an update on the wastewater agreement with Statesville stating that from the last workshop Town Engineer Benjie Thomas is finalizing a map with an outline of the Town extraterritorial jurisdiction. Mayor Young commented that once we get the map, and meet with the committee, we will come back to Council to talk about what the Town will present to Statesville.

Extraterritorial Jurisdiction (ETJ) Extension

Interim Manager Freeman provided an update stating that the Town has a conference call next week with CCOG to help walk the Town through the process. Town Engineer Thomas is to provide a map outline of the extension area to be proposed. He also stated that it may be best if there would be an elected to elected discussion with the County on the likelihood of relinquishing their zoning for Troutman's proposed ETJ expansion. Preferably before beginning a formal Troutman ETJ expansion process.

Organizational Staffing Needs and Town Hall Facility Expansion

As the need for organizational staffing and facility expansion was noted in the retreat survey, Interim Manager Freeman asked for Council's direction on their preference to begin addressing this concern. Mayor Young stated that the two new Councilmembers should be updated of prior discussions regarding this matter. Also the Mayor felt that Council would agree a need is present and there needs to be some

progress to move forward. Prior discussions included exploring other areas within Town and expansion of the existing building. He commented that he thinks it should be a priority for the new manager in moving forward. Interim Manager suggested the need to consider additional organizational staffing when planning for a building expansion.

Onsrud Sidewalk

Interim Manager Freeman requested Council's direction regarding the Onsrud easement stating that the issue/hold up is the sidewalk requirement. Per Town Ordinance, options include requiring the building owner to construct the sidewalk or building owner to pay "in lieu of", or Town relocate its needed sewer easement. Mayor commented that the Town has no data yet, such as the sidewalk cost or how far it will have to go, and no Onsrud plan addressing such matters. Therefore, he does not know if the Town is at a point to make a decision. Interim Manager Freeman was then asked to get an estimated cost and the length of the sidewalk from Town Engineer Benjie Thomas. Planning Director Berger commented that in speaking with Onsrud's engineer they are getting ready to submit plans. Several Councilmembers commented that Mr. Onsrud has agreed to build a sidewalk when there is other connectivity. Interim Manager Freeman stated that as of right now and in need of the sewer easement, the Town would have to decide based upon its UDO requirements or proceed and amend such requirements.

Direction: Check with Town Attorney Gary Thomas regarding whether a contract would be enforceable down the road on Onsrud's intention to build the sidewalk sometime in the future when another sidewalk connects. Get sidewalk estimate and the required length from Benjie; Planning Director Berger to ask the architect if it is in their plans and if so, their estimates.

WRAP UP

Mayor Young commented it was a good day; a lot was covered. He expressed appreciation to staff and all who volunteered to speak, and to Interim Manager Freeman for working through the retreat process on an interim basis.

Councilmember Bryant commented on staffing issues stating that staffing needs to be a top Town priority. As far as today's meeting, he would have like to have received the meeting packet earlier than 4pm yesterday. He also commented that all exchange discussions today were positive and that this is a very exciting time for the Town. Everything that is going on is because of the growth and opportunity that the Town is stepping up to; and it is all positive. Councilmember Bryant expressed thanks to all for the hard work in reaching a common goal.

Councilmember Nau thanked staff for all the hard work in making the retreat a learning and enjoyable experience.

Councilmember Harris commented that it was a very good learning experience.

Councilmember Williams commented that all the retreat topics and the quality of information was good.

CALL FOR CLOSED SESSION PURSUANT TO N.C.G.S. 143-318.11(a)(6) TO DISCUSS A PERSONNEL MATTER

Mayor Teross Young called for a closed session pursuant to NCGS 143-318.11(a)(6) to discuss a personnel matter.

Present for the Closed Session: Mayor Young and Councilmembers Henkel, Bryant, Williams, Harris, Nau.

Upon motion by Councilmember Bryant, seconded by Councilmember Nau, and unanimously carried, approved to hold a Closed Session pursuant NCGS 143-318.11(a)(6) to discuss a personnel matter.

Mayor Young Opened the Closed Session.

*****MINUTES OF CLOSED SESSION HAVE BEEN SEALED UNTIL SUCH TIME PUBLIC INSPECTION WILL NO LONGER FRUSTRATE THE PURPOSE OF THE CLOSED SESSION*****

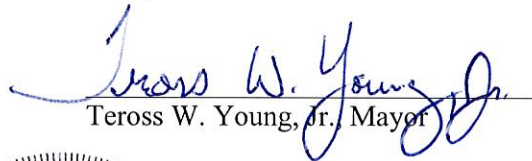
Closing of Closed Session and Reconvene Open Session

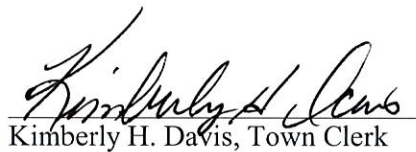
Upon motion by Councilmember Henkel, seconded by Councilmember Harris, and unanimously carried, approved to reconvene open session.

Action taken as a result of the Closed Session: None

ADJOURNMENT

Upon motion by Councilmember Bryant, seconded by Council member Harris, and unanimously carried, Planning Retreat of February 28, 2020 was adjourned at 4:40 p.m.


Teross W. Young, Jr. Mayor


Kimberly H. Davis, Town Clerk

